UNITED STATES MARINE CORPS
Wide Area Work Flow

WAWF Overview

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Project Officer: Mr. Jarret Kuhfahl, MCSC

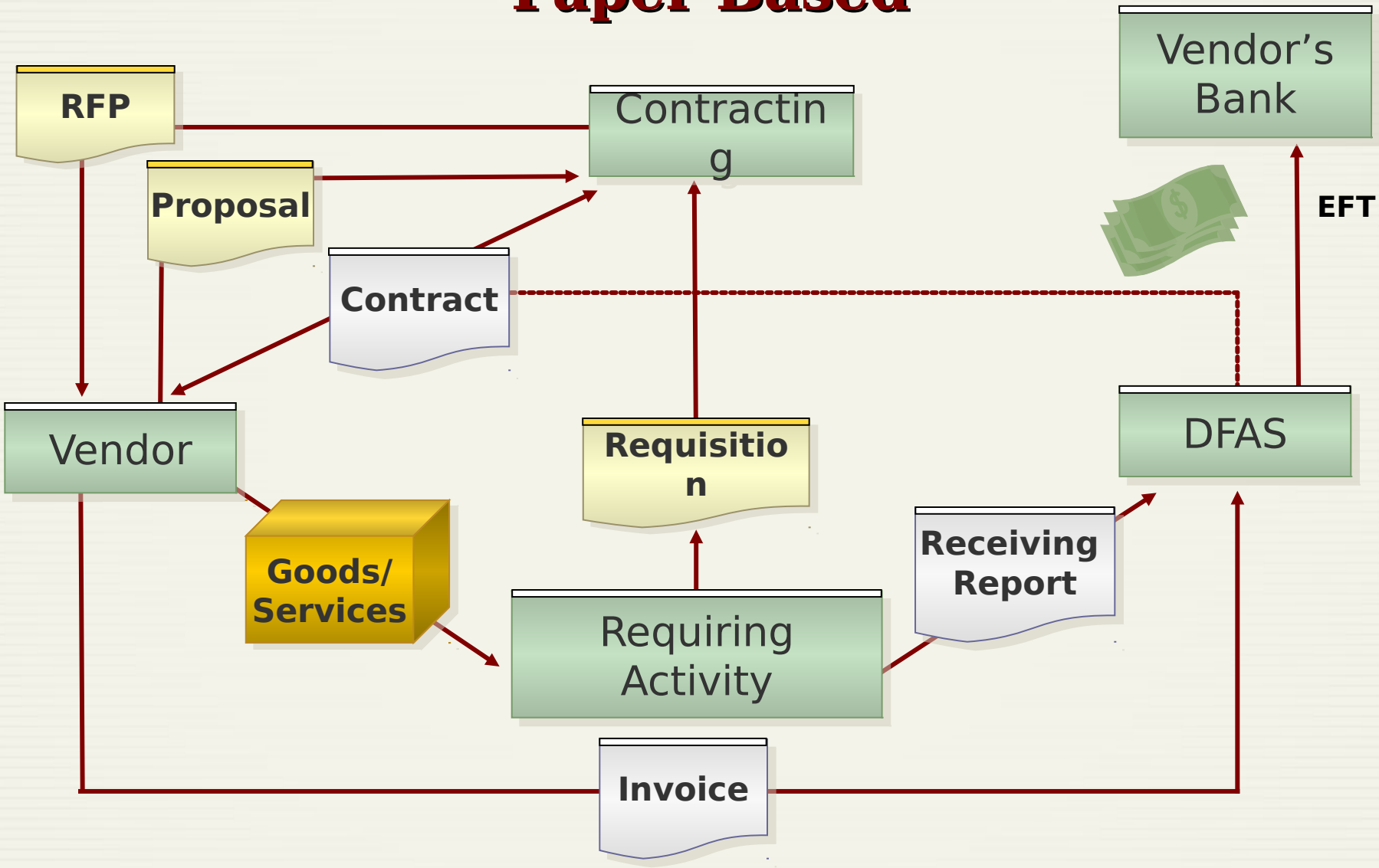
WAWF Agenda

- Procurement Process Overview
- Government Roles
- Group Administrator
- Government Acceptor Actions
- Prompt Payment Act
- v4.0 Misc. Pay Enhancements / v4.0 Enhancements
- Questions
- Points of Contact

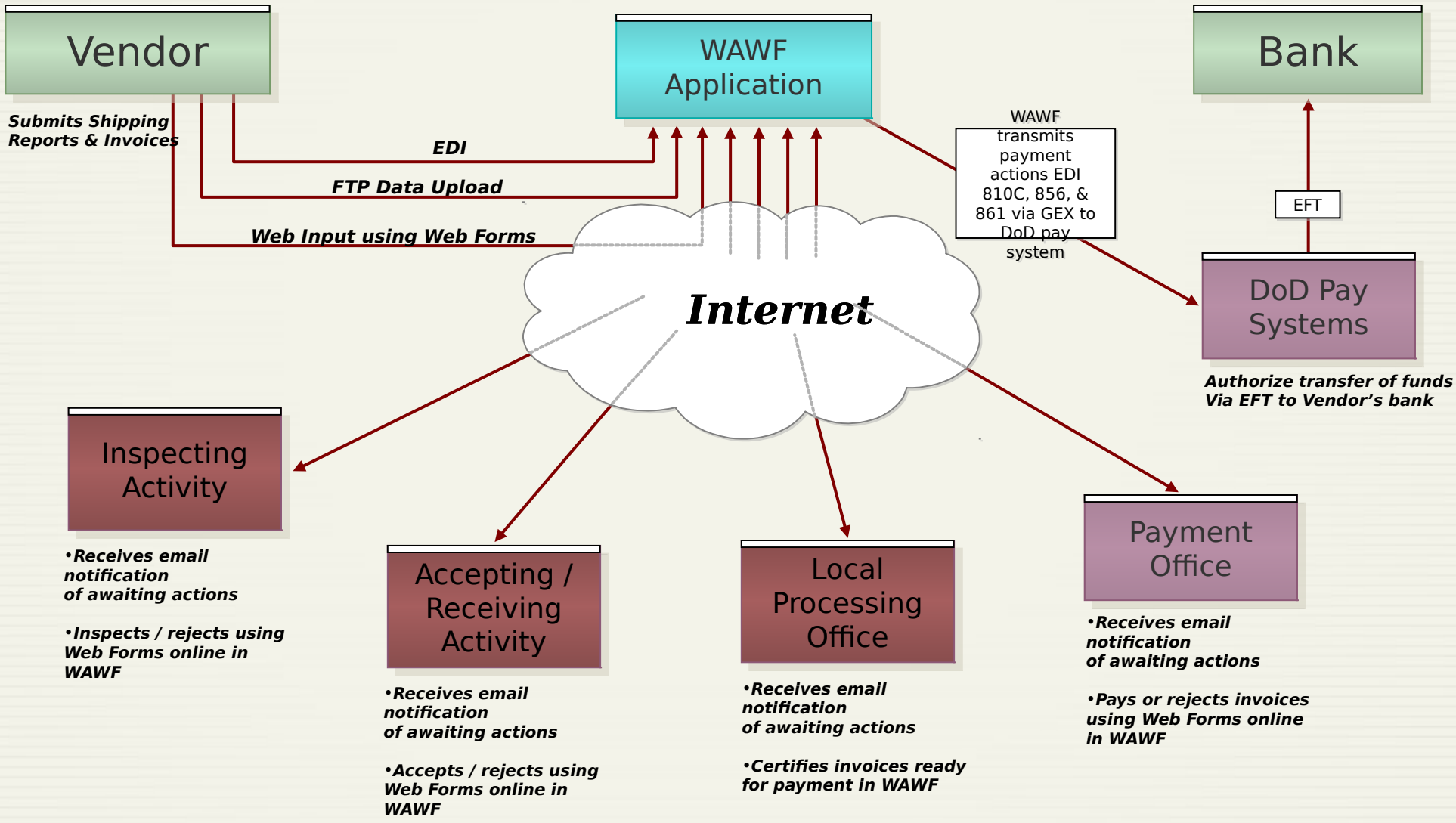
UNITED STATES MARINE CORPS
Wide Area Work Flow

Procurement Process Overview

Procurement Process
Paper Based



Procurement Process in Wide Area Workflow


Vendor
WAWF Application
Bank
Submits Shipping Reports & Invoices
EDI
FTP Data Upload
Web Input using Web Forms
WAWF transmits payment actions EDI 810C, 856, & 861 via GEX to DoD pay system
EFT
Internet
DoD Pay Systems
Authorize transfer of funds Via EFT to Vendor's bank
Inspecting Activity
•Receives email notification of awaiting actions
•Inspects / rejects using Web Forms online in WAWF
Accepting / Receiving Activity
•Receives email notification of awaiting actions
•Accepts / rejects using Web Forms online in WAWF
Local Processing Office
•Receives email notification of awaiting actions
•Certifies invoices ready for payment in WAWF
Payment Office
•Receives email notification of awaiting actions
•Pays or rejects invoices using Web Forms online in WAWF

UNITED STATES MARINE CORPS
Wide Area Work Flow

Government Roles

WAWF Roles

Step One -Document Creation

Vendor or Government Initiator

Step Two -Acceptance

Government Acceptor accepts the goods/services

Step Three - Financial Data

LPO certifies the financial data when required by Navy contracts and MiscPay

Step Four - Pay Official

Auto pass into CAPSW, Pay Official acts as monitor

GAMs & Supervisors/Overseers

UNITED STATES MARINE CORPS
Wide Area Work Flow

Group Administrator (GAM)

GAM Roles & Responsibilities

- **Activate New Users**
  - Verify correct supporting documents first
- **Deactivate Users No Longer Needing Access**
  - Regularly audit users
- **WAWF "Super User"**
  - Provide support to WAWF Govt Users & Vendors
  - Contact USMC WAWF CST when required

UNITED STATES MARINE CORPS
Wide Area Work Flow

Government Acceptor Actions

Government Acceptor Actions

- Overall Responsibility
- Verification/Validation from Contract
- Rejection Process
- Impact from Invalid Information

Overall Responsibility

- **Agent for Government to Verify**
  - Goods received and/or Services provided
  - Invoiced properly
- **Timely Acceptance through Verification/Validation**

Verification/Validation from Contract

- **WAWF Clause**
- **Contract Number/Delivery Order**
- **Verifying Correct Workflow**
  - DoDAAC
- **CLIN-Line Item Information**
  - Item Number
  - Quantity
  - Unit of Measure
  - Unit Price
  - SDN
  - ACRN
  - AAA

WAWF Clause

USMC WIDE AREA WORKFLOW IMPLEMENTATION (DEC 2004)
To implement DFARS 252.232-7003, “ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (JAN 2004),”
the United States Marine Corps (USMC) utilizes Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) to
electronically process vendor requests for payment. This application allows DoD vendors to submit and track
Invoices and Receipt/Acceptance documents electronically. The contractor is required to utilize this system when
processing invoices and receiving reports under this contract/order, unless the provision at DFARS 252.232-
7003(c) applies. The contractor shall (i) register to use WAWF-RA at https://wawf.eb.mil and (ii) ensure an
electronic business point of contact (POC) is designated in the Central Contractor Registration site at
http://www.ccr.gov within ten (10) calendar days after award of this contract/order. The USMC WAWF-RA POC
for this contract/order is: Judy Vinzant, telephone 760 725-3418.
Introduction: Wide Area Work Flow is a web-based invoicing and acceptance system that enables Vendors
(Contractors) to submit their invoices electronically to the receiver of the supplies or services. The receiver
receives an email notification and then can log in and perform the necessary acceptance requirements. Once the
acceptance portion is completed, the invoice and acceptance are forwarded to DFAS for processing.
Benefits: This paperless system prompts the receiver to perform the acceptance

Contract Number/Delivery Order

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER	PAGE 1 OF 24

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE

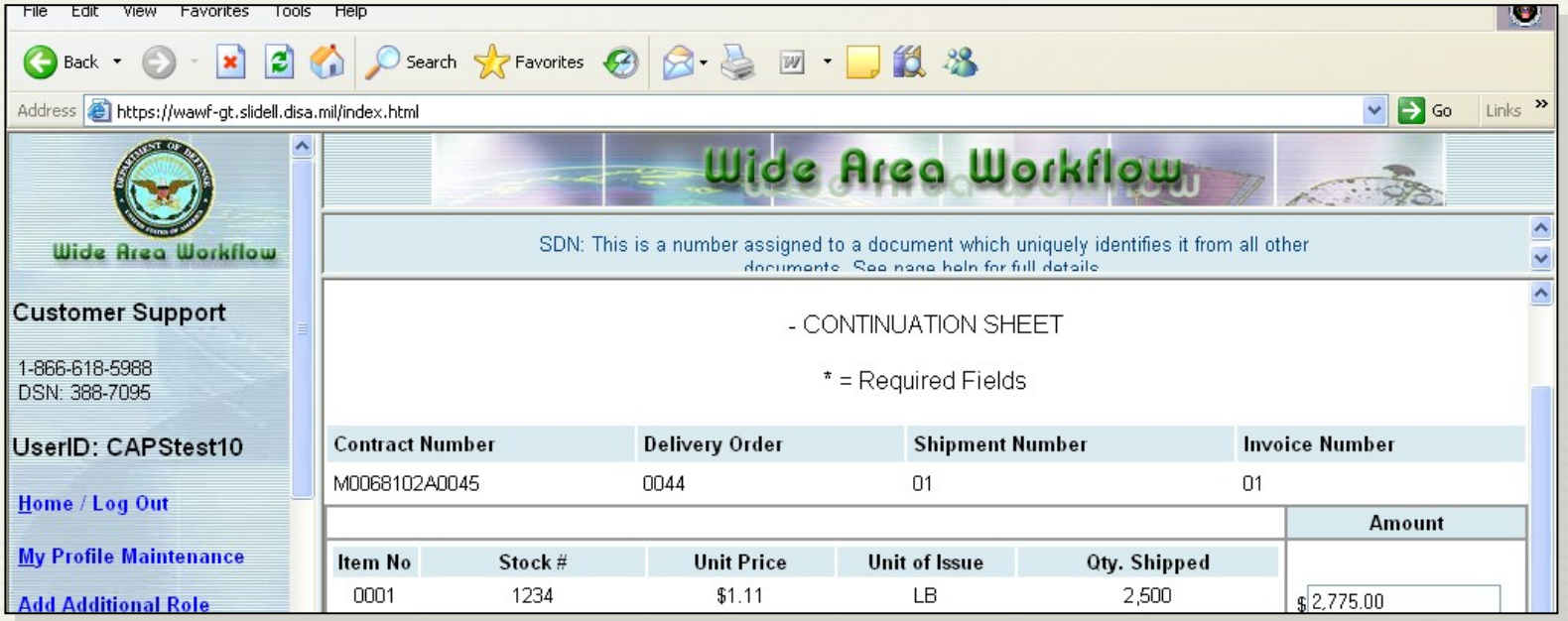
7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY	CODE	10. THIS ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS
		[X] UNRESTRICTED [ ] SET ASIDE: % FOR [ ] SMALL BUSINESS [ ] HUBZONE SMALL BUSINESS [ ] 8(A) NAICS: SIZE STANDARD:	[ ] SEE SCHEDULE	Net 30 Days

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION [ ] RFQ [ ] IFB [ ] RFP



Verify DoDAAC in Contract with WAWF Document

9. ISSUED BY CODE	10. THIS ACQUISITION IS [X] UNRESTRICTED [ ] SET ASIDE: % FOR [ ] SMALL BUSINESS [ ] HUBZONE SMALL BUSINESS [ ] 8(A) NAICS: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED [ ] SEE SCHEDULE 12. DISCOUNT TERMS Net 30 Days [ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION [ ] RFQ [ ] IFB [ ] RFP
15. DELIVER TO CODE	16. ADMINISTERED BY CODE **SEE ITEM 9**	
17a.CONTRACTOR/OFFEROR CODE TEL. FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE M67443 DFAS COLUMBUS P O BOX 369022 ATTN: KANSAS COLUMBUS OH 43236-9022	

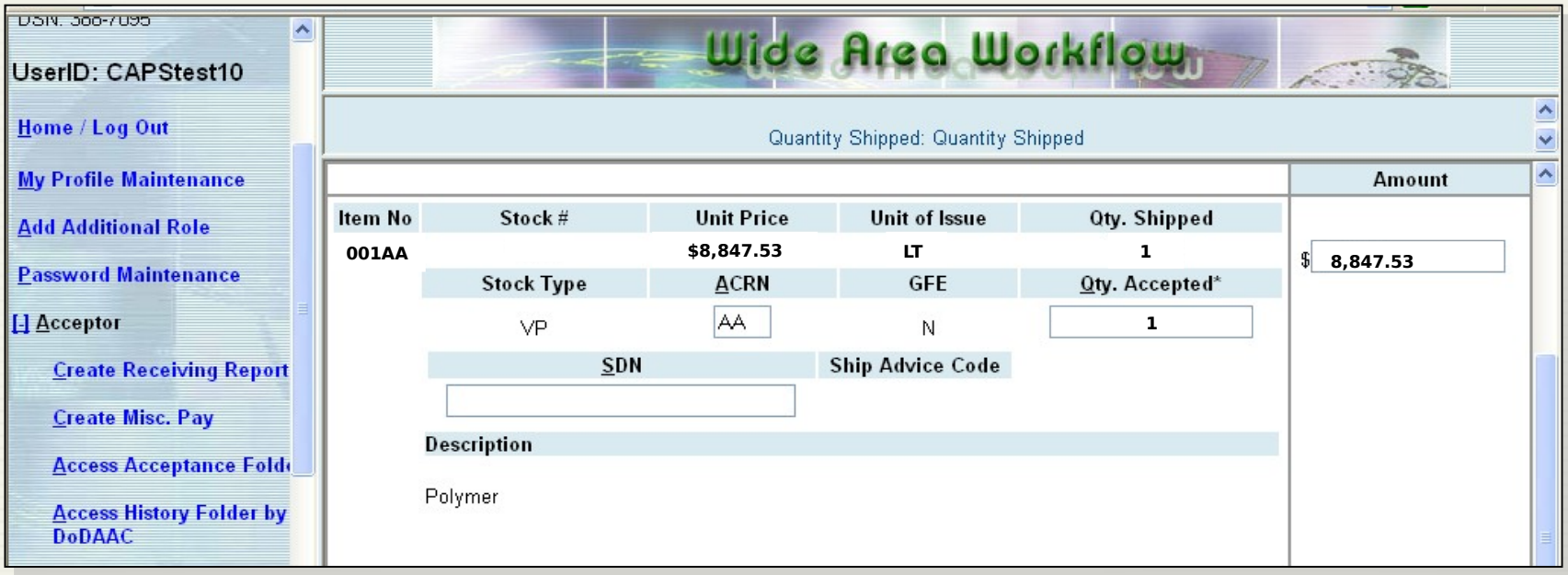
Verify CLIN/SLIN Information

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA		1	Lot	$8,847.53	$8,847.53

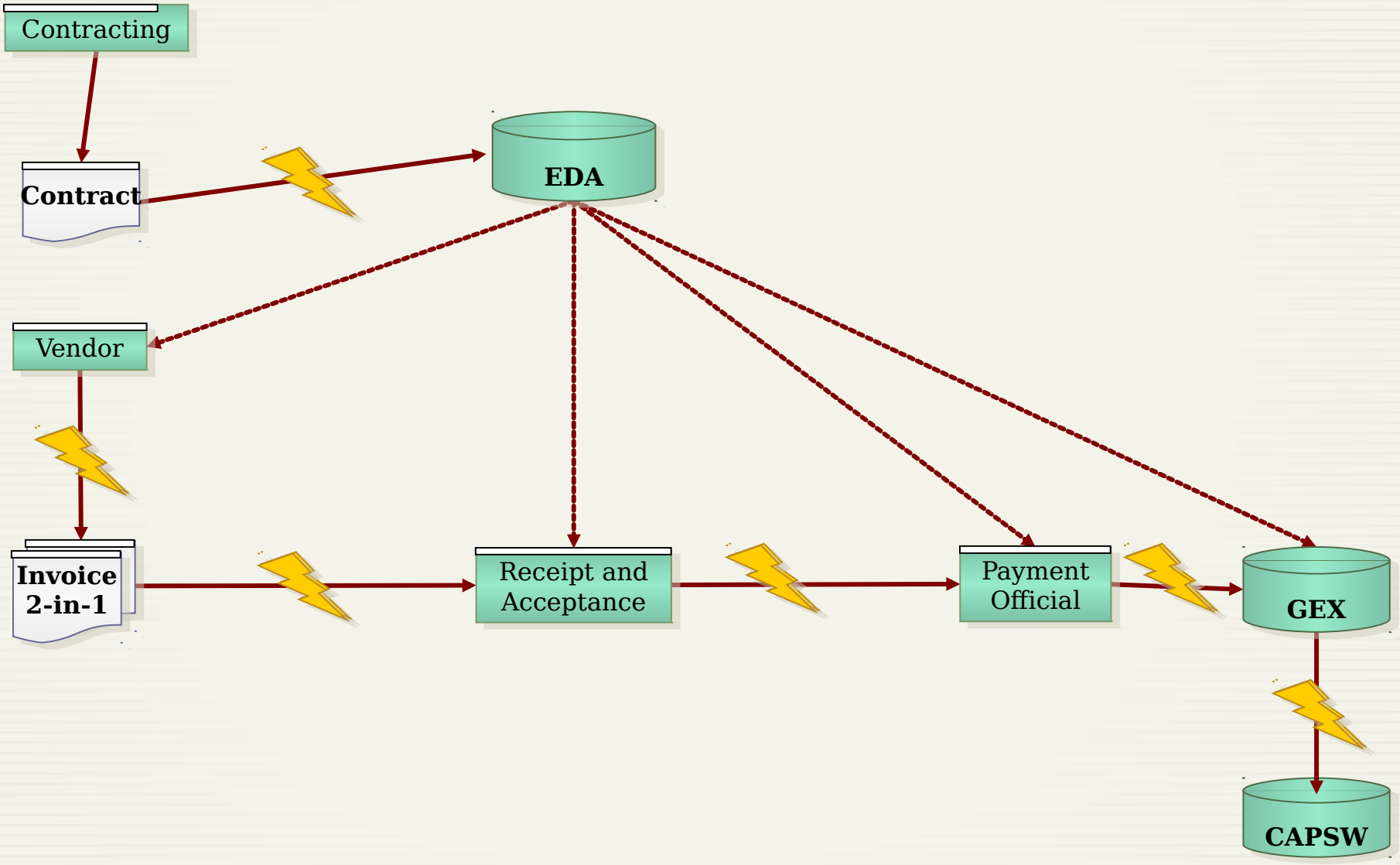
VRS TRAINING SET UP COST FFP
FOB: Destination
MILSTRIP:
PURCHASE REQUEST NUMBER:

NET AMT $8,847.53

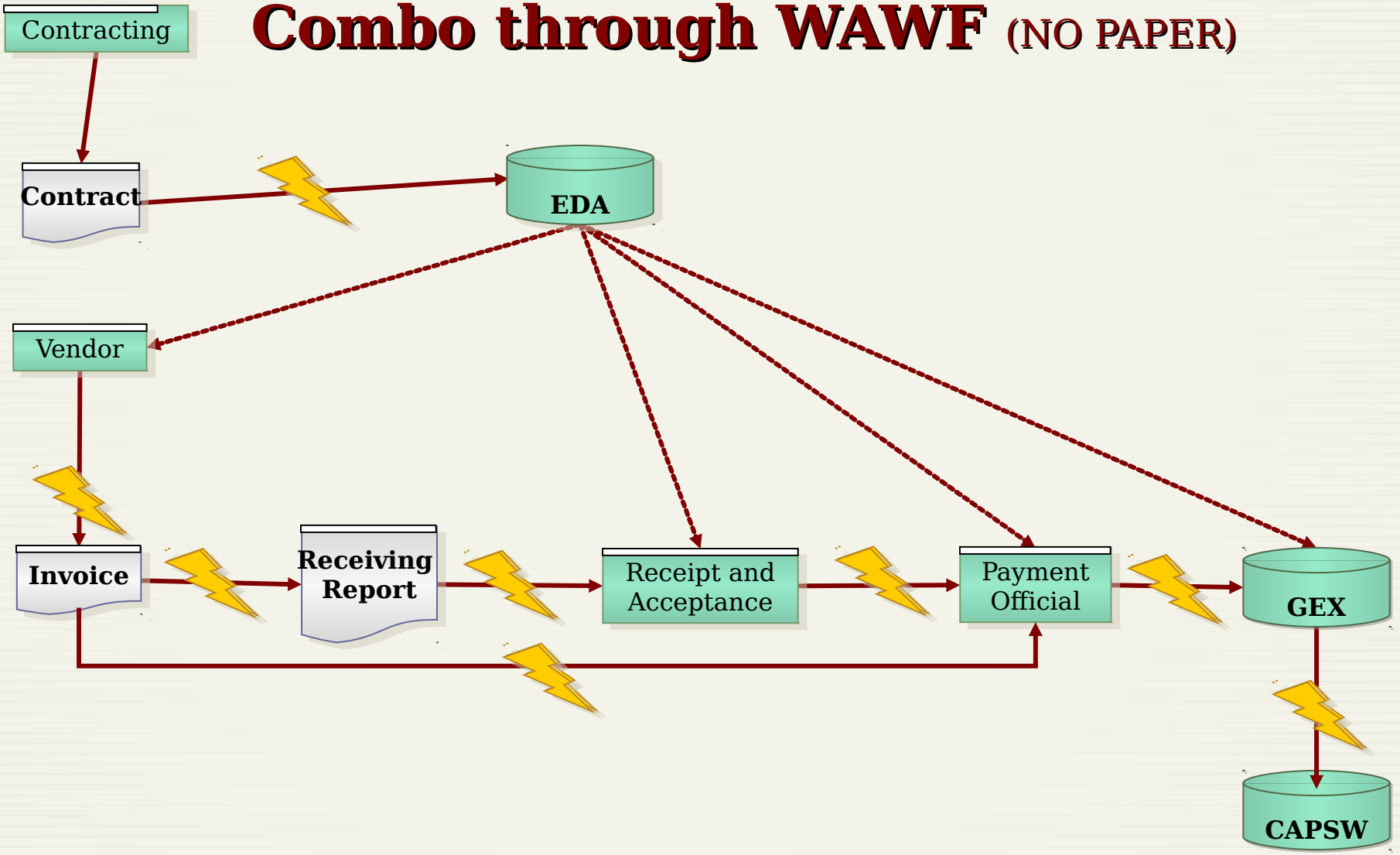
ACRN AA $8,847.53
CIN:



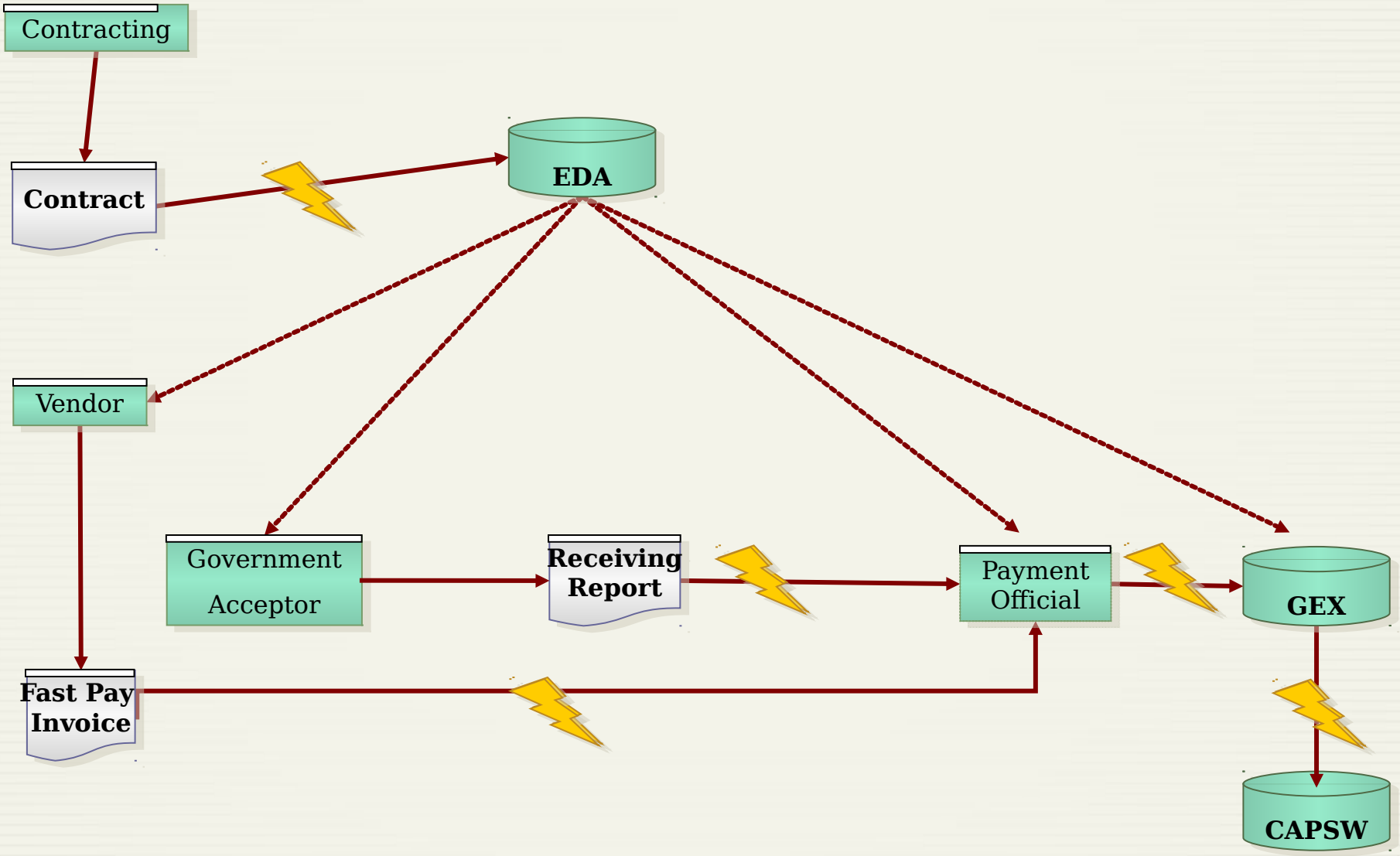
Submission of Invoice 2-in-1 through WAWF (NO PAPER)



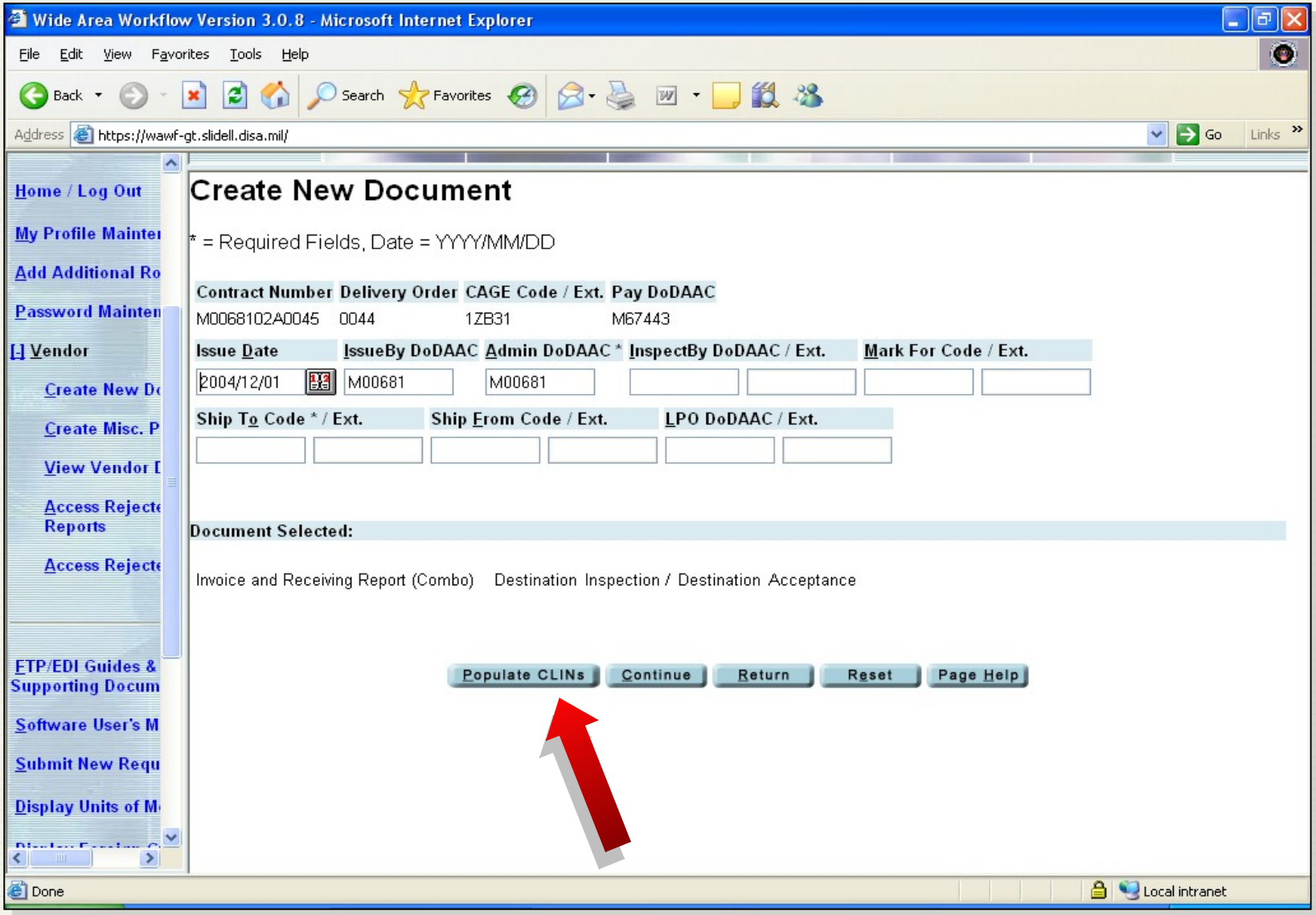
Submission of Invoice and Receiving Report Combo through WAWF (NO PAPER)



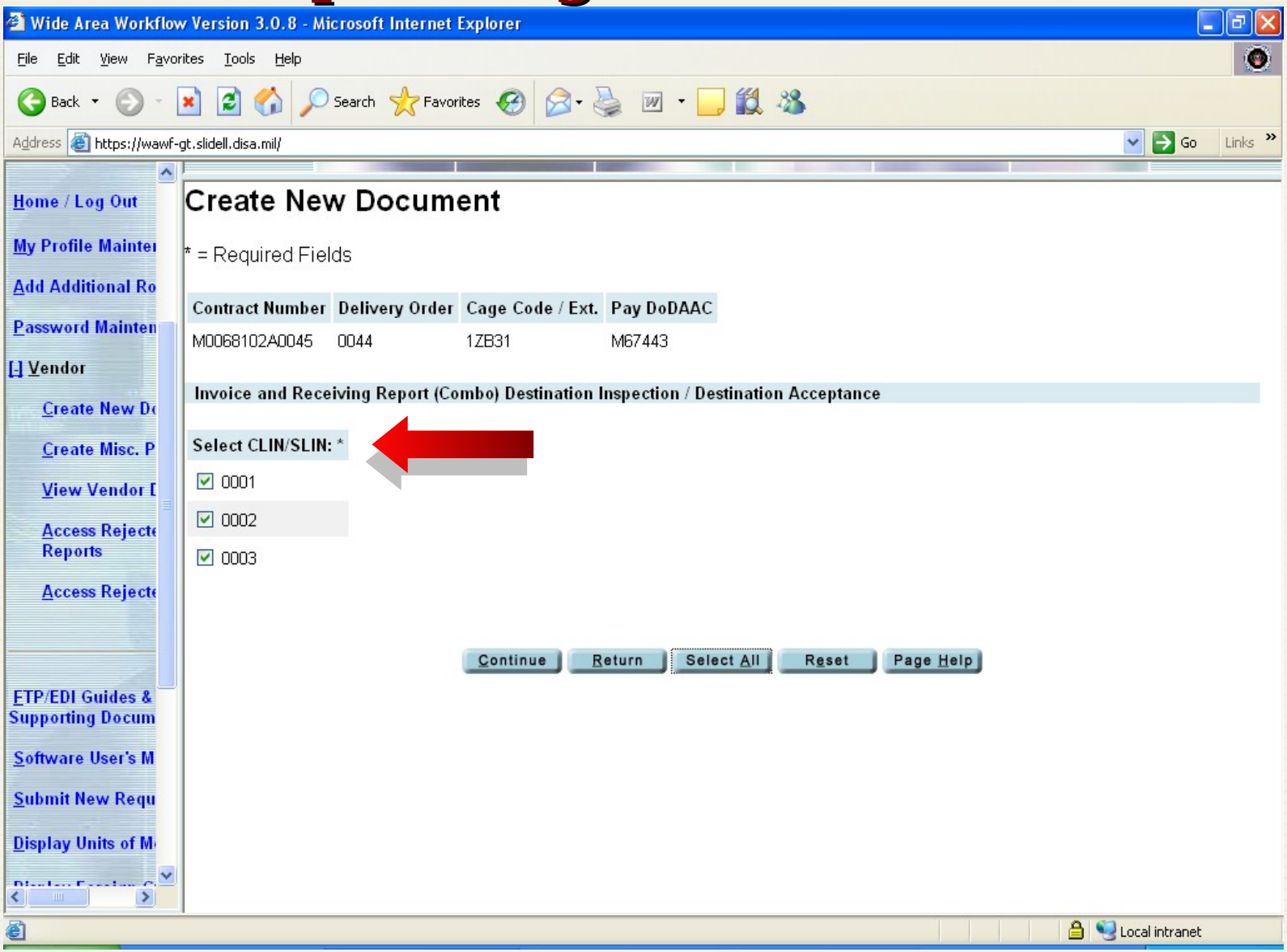
Submission of Fast Pay Invoice through WAWF (NO PAPER)



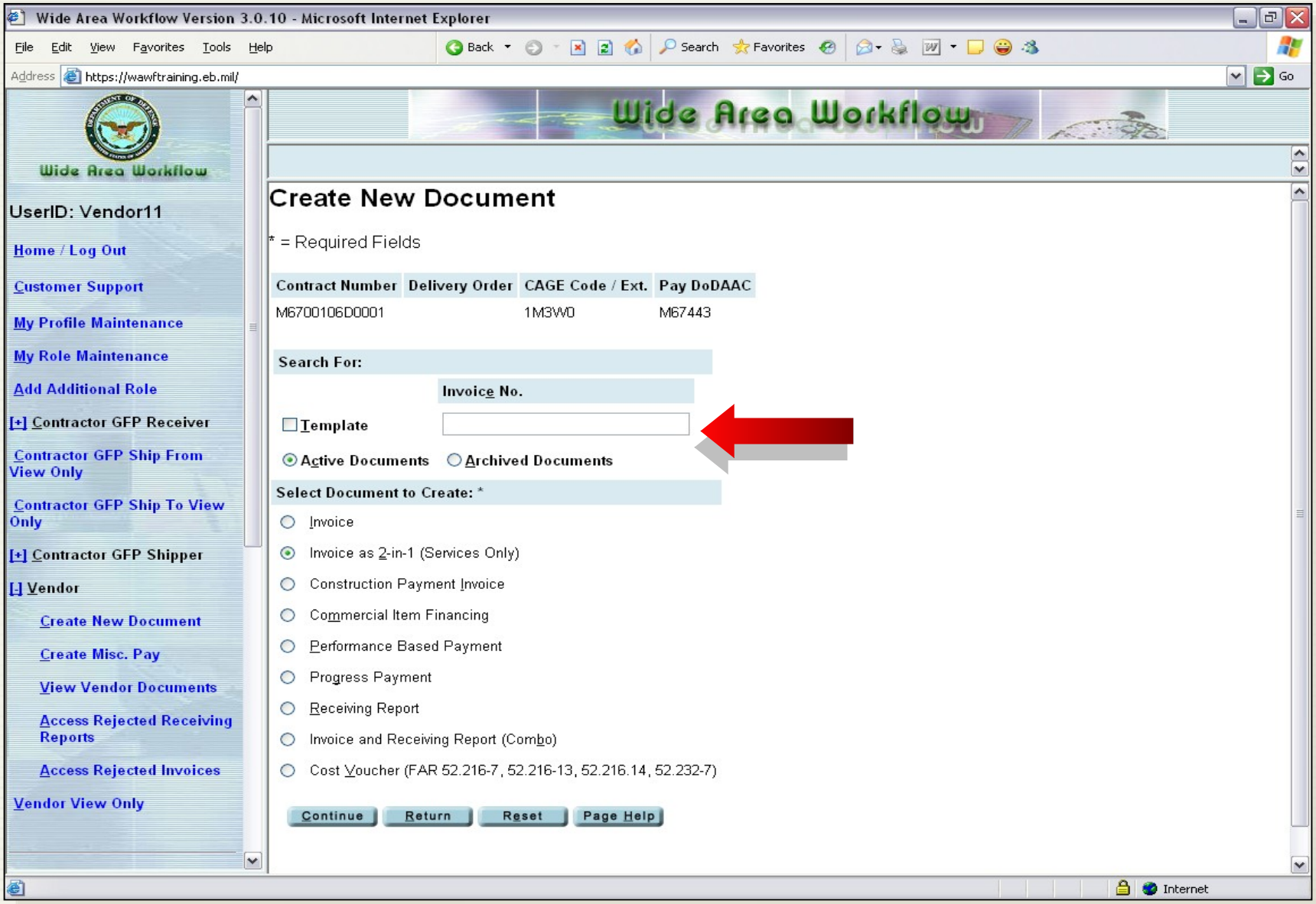
WAWF Vendor
Pre-Populating CLIN Information



WAWF Vendor
Pre-Populating CLIN Information



Templates


Wide Area Workflow Version 3.0.10 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://wawftraining.eb.mil/
Go
Wide Area Workflow
Wide Area Workflow
UserID: Vendor11
Home / Log Out
Customer Support
My Profile Maintenance
My Role Maintenance
Add Additional Role
[+] Contractor GFP Receiver
Contractor GFP Ship From View Only
Contractor GFP Ship To View Only
[+] Contractor GFP Shipper
[-] Vendor
Create New Document
Create Misc. Pay
View Vendor Documents
Access Rejected Receiving Reports
Access Rejected Invoices
Vendor View Only
Create New Document
* = Required Fields
Contract Number
Delivery Order
CAGE Code / Ext.
Pay DoDAAC
M6700106D0001
1M3W0
M67443
Search For:
Invoice No.
Template
Active Documents
Archived Documents
Select Document to Create: *
Invoice
Invoice as 2-in-1 (Services Only)
Construction Payment Invoice
Commercial Item Financing
Performance Based Payment
Progress Payment
Receiving Report
Invoice and Receiving Report (Combo)
Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
Continue
Return
Reset
Page Help
Internet

Rejection Process

- **Comments**
  - Comprehensible and succinct
  - Corrective action required
  - Provide positive information

- **Follow Up**
  - Make contact with Vendor
  - Ensure corrections are understood
  - Track for timely resubmission

Government Acceptor Recap

- **Do**
  - Verify contract with Receiving Report and Invoice
  - Ensure CLIN/SLIN match contract/mods
  - Ensure proper workflow is established
  - Timely acceptance
  - Provide adequate comments for all rejected documents
- **Don’t**
  - Submit without appropriate SDN and ACRN
  - Place document in hold folder
  - Reject with vague comments

Impact from Invalid Information

- **Suspend**
  - When DFAS is trying to resolve error without rejecting document
  - Sample Error type
    - Vendor registration not updated in CCR
    - Contract in EDM does not match contract in EDA
- **Reject by DFAS**
  - When DFAS is unable to resolve issue internally
  - Sample Error type
    - CLIN quantity submitted exceeds CLIN quantity available in CAPSW
    - Contract not found in CAPSW
    - Invalid CLIN number for this contract

Prompt Payment Act

- **Brief Overview**
  - US Government is not forced to accept goods/services in a specified time and **payment** cannot be made until acceptance occurs
  - For purposes of determining a **payment** due date (when interest starts to accrue) acceptance is deemed to occur seven days after delivery or services are completed
  - Most **payment** due dates are computed from the later of invoice receipt in designated agency office or actual or constructive acceptance occurs, whichever is earlier
  - Two separate receiving dates are used:
    - Date of delivery or completion
    - Date actual acceptance occurred

Prompt Payment Act, cont.

- **Example One**
  - Goods delivered 9 Apr, constructive acceptance 16 Apr
  - Receiving activity accepted goods 12 Apr
  - Invoice received in designated agency office 20 Apr
  - Earlier of actual and constructive acceptance is 12 Apr, so that date is compared to invoice receipt, 12 Apr versus 20 Apr
  - Later of these two dates is invoice receipt, 20 Apr
  - Therefore, day one of **payment** period is 21 Apr, and last day is 20 May
  - Check must be issued 20 May, interest starts to accrue 21 May

Prompt Payment Act, cont.

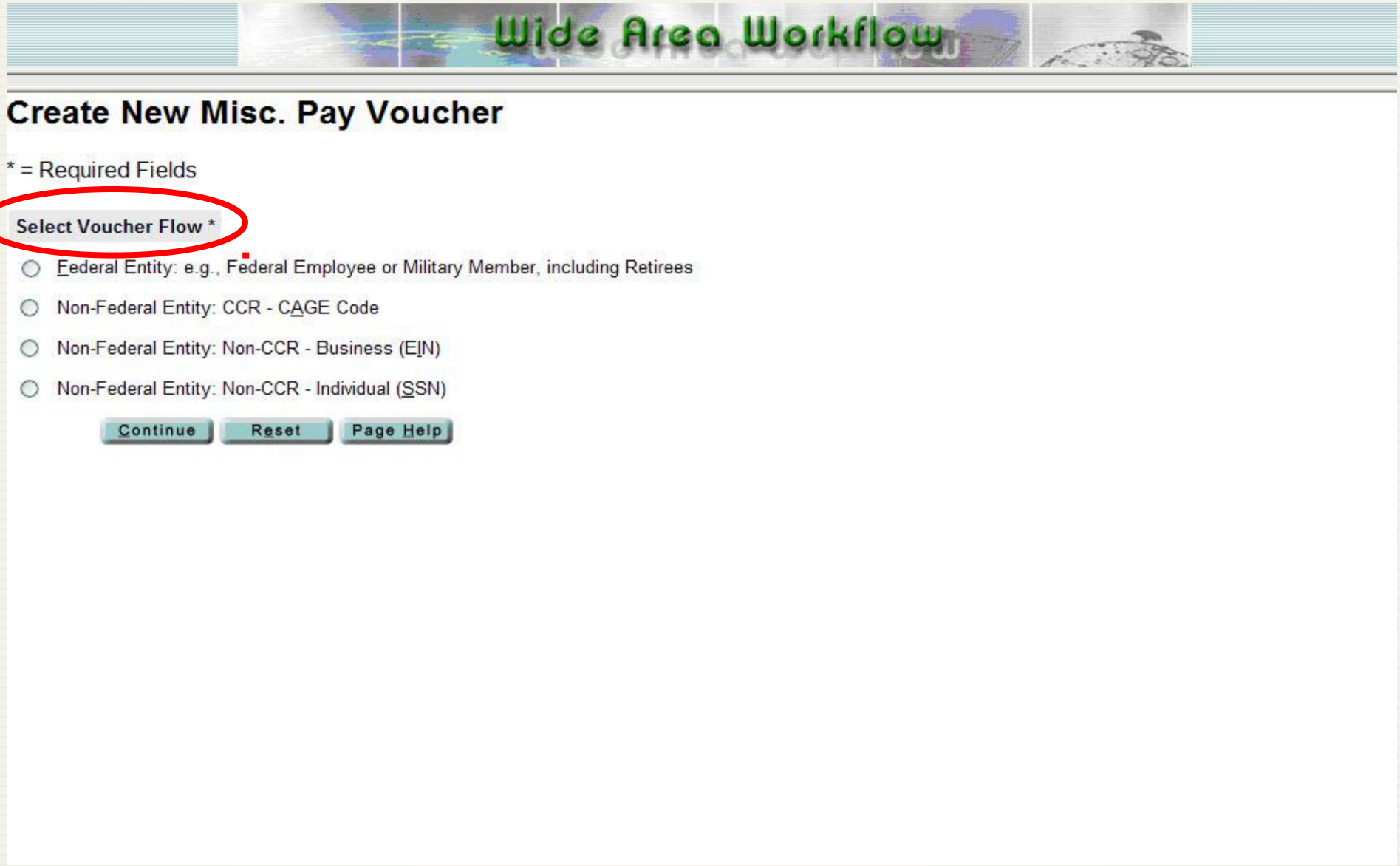
- **Example Two**
  - Services completed 4 Jun, constructive acceptance is 11 Jun
  - Receiving activity accepts services 25 Jun
  - Invoice is received in designated agency office 6 Jun
  - Earlier of actual and constructive acceptance is 11 Jun constructive date
  - Therefore, this date compared with invoice receipt, 11 Jun versus 6 Jun
  - Later of these two dates is constructive acceptance date of 11 Jun
  - Day one of **payment** period is 12 Jun, day 30 is 11 Jul
  - **Payment** must be made on 11 Jul, interest starts to accrue 12 Jul

v4.0 Misc. Pay Enhancements

- **WAWF now offers the following choices when initially creating Misc. Pay Vouchers:**
  - Federal Entity: e.g., Federal Employee or Military Member, including Retirees
  - Non-Federal Entity: CCR / CAGE Code
  - Non-Federal Entity: Non-CCR / Business - Employee Identification Number (EIN)
  - Non-Federal Entity: Non-CCR / Individual (SSN)

- **Initiator/Acceptor is required to attach substantiating information (i.e. receipts) to support the payment prior to certification for all Non-Federal entities**

v4.0 Misc. Pay Enhancements, cont.


Wide Area Workflow
Create New Misc. Pay Voucher
* = Required Fields
Select Voucher Flow *
Federal Entity: e.g., Federal Employee or Military Member, including Retirees
Non-Federal Entity: CCR - CAGE Code
Non-Federal Entity: Non-CCR - Business (EIN)
Non-Federal Entity: Non-CCR - Individual (SSN)
Continue
Reset
Page Help

v4.0 Enhancements

- **Electronic Submission of Attachments via EDI**
  - Release 4.0 permits Vendors to submit attachments electronically via EDI without requiring manual intervention
  - Attachments will be viewable in WAWF
- **Line Item Structure**
  - Release 4.0 permits the capture of Exhibit Line Items and both Informational and Separately Identified Subline Items in contracts that have been properly structured
- **Add Line Item Warranty Indicator**
  - Release 4.0 permits Contractors to identify CLIN, SLIN or ELIN items that are supported with a warranty
  - WAWF will identify items on a Receiving Report or a Property Transfer document that has an applicable warranty associated with it

Questions

POCs

- **Functional Lead**
  - Ms. Rita Brede
  - rita.brede@usmc.mil
  - 703.695.6226 x2513
- **Project Officer**
  - Mr. Jarret Kuhfahl
  - jarret.kuhfahl@usmc.mil
  - 703.432.5130
- **eBusiness Help Desk**
  - Ms. Susan Di Bianca
  - sdibianca@unitech1.com
  - 540.658.2611
- **Functional Lead**
  - Mr. John Haines
  - john.haines1.ctr@usmc.mil
  - 703.695.6228 x2509